

Physical Inspection Report

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB No. 2502-0369 (exp. 3/31/2000)

See bottom of page for copy distribution.

Inspection Date	Date Report Mailed	Report Prepared By: <input type="checkbox"/> HUD Contractor _____ <input type="checkbox"/> Mortgagee (Enter Company Name)
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Part A: Basic Data

1. Project Name		2. Owner's Name		
3. Agent's Name	Since: (Mo/Yr)		4. Resident Manager's Name	
5. FHA Number	6. Mortgagee No.	7. No. of Units Total	8. Last Quarter Averages Monthly Turnover (Units)	
9. Name and Title of Owner Representative Accompanying You on Inspection		Vacant	Days Vacant/Unit (Days)	
			Unit Ready Time (Days)	

Part B: Physical Condition. Indicate the physical condition of each item. If maintenance is needed, describe the problem/need in Part E of this report. Mortgagees need not supply cost estimates. HUD staff need give cost estimates only when such estimates are required by other instructions (e.g., workout or flexible subsidy instructions).

	Maintenance Needed (Y/N)	Urgency (H/M/L)	On Prior Report (Y/N)	Estimated Cost		Maintenance Needed (Y/N)	Urgency (H/M/L)	On Prior Report (Y/N)	Estimated Cost
Exterior Items Inspected					Interior Items Inspected				
1. Exterior Walls and Foundations					23. Floors, carpets, tiles				
2. Roofs, flashing, vents					24. Stairs, walkways, community spaces				
3. Gutters, downspouts, splashblocks					25. Cabinets, doors, closets, hardware				
4. Drives, parking lots, paving, curbs					26. Painting				
5. Walks, steps, guardrails					27. Curtains and shades				
6. Fences, walls, gates					28. Refrigerators and ranges				
7. Porches, balconies, fire escapes					29. Garbage disposal and exhaust fans				
8. Doors, windows, screens					30. Compactors and incinerators				
9. Garage and carports					31. Electrical fixtures and systems				
10. Lawns and plantings					32. Plumbing fixtures and systems				
11. Sprinkler and drainage system					33. Heating and air conditioning				
12. Exterior lighting					34. Hot water system, boiler room				
13. Exterior painting					35.				
14. Underground gas, water, sewage					Miscellaneous Items Inspected				
15. Security systems					36. Benches, play area and equipment				
16.					37. Laundry rooms				
Energy Efficiency Items Inspected					38. Storage, utility buildings				
17. Insulation					39. Elevators				
18. Caulking and weatherstripping					40. Project signs and office				
19. Storm doors and windows					41. Swimming pools				
20. Water saver devices					42. Exterminating				
21.					43. Fire extinguishers				
22.					44.				

Part C: Miscellaneous Observations. Answer each question. In Part E, describe any problem areas, corrective actions needed, or elaborate on these answers.

1a. Surrounding neighborhood is: <input type="checkbox"/> Depressed <input type="checkbox"/> Average <input type="checkbox"/> Prosperous					
b. This condition is expected to: <input type="checkbox"/> Improve <input type="checkbox"/> Stay Same <input type="checkbox"/> Decline					
2. Are project signs and access adequate?	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
3a. Is preventive maintenance adequate and timely?	<input type="checkbox"/>	<input type="checkbox"/>			
b. Are any changes in maintenance procedures needed?	<input type="checkbox"/>	<input type="checkbox"/>			
4a. If insurance loss drafts or replacement reserve funds were released for repairs, have those repairs been completed?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
b. If no, is repair work progressing on schedule?	<input type="checkbox"/>	<input type="checkbox"/>			
5a. Have all repairs required by HUD or the mortgagee been completed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If no, is repair work progressing on schedule?			<input type="checkbox"/>	<input type="checkbox"/>	
6a. Have any major physical improvements been made during the last year?			<input type="checkbox"/>	<input type="checkbox"/>	
b. Are any major physical improvements planned?			<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the project experiencing any significant occupancy problems?			<input type="checkbox"/>	<input type="checkbox"/>	
*If "yes", describe them in Part E: Comments.					

Part D: Evaluation

1. Overall Physical Condition

☐ Superior

☐ Satisfactory

☐ Below Average

☐ Unsatisfactory

2. Maintenance Policies and Practices

☐ Superior

☐ Satisfactory

☐ Below Average

☐ Unsatisfactory

Important: In Part E, explain the basis for any below average or unsatisfactory rating.

Part E: Comments. Cross reference each comment to a line item in Part B, C or D of this report. Attach additional sheets, if needed.

Part, Line Reference		Date Closed

Part F: Signatures

1. Inspection made by:

1a. Title

1b. Date

2. Inspection approved by:

2a. Title

2b. Date